



19 May 1978

MEMORANDUM FOR: Office of Legislative Counsel

ATTENTION:

FROM:

Chief, Special Security Center

SUBJECT: Facility Accreditation
House Appropriations Committee
U.S. Capitol
Room H-135
Washington, D.C.

REFERENCE: Memo from C/PhySD to C/SSC dtd 4 May 1978,
subject: Physical Survey, Room H-135,
U.S. Capitol

The Subject facility, by complying with the following requirements, will be accredited to receive and handle, but not store, codeword documents:

- (a) A Simplex lock will be installed on the one entrance door into Room H-135.
- (b) All codeword material will be secured within proper containers (GSA approved) at all times when Mr. Charles W. Snodgrass, Staff Chief of the Defense Subcommittee, House Appropriations Committee is not present in the office during duty hours.
- (c) A log will be maintained on all incoming codeword material to include at least the document date, number and subject summary.
- (d) No codeword material will remain within the office after working hours, over week ends or holidays.

- (e) All codeword material will be receipted for by Mr. Snodgrass, Room H-135, or in his absence by either Ms. Marcia Louise Matts [redacted] or Ms. Sandra Ann Gilbert ([redacted]), both from Room H-144.

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